



Mount Pleasant

Baptist Church

CHURCH PERSONNEL POLICY MANUAL & EMPLOYMENT HANDBOOK

Effective: March 1st, 2016

**This Personnel Policy Manual and Employment Handbook is the Property of:
Mount Pleasant Baptist Church
3110 Greenwood Avenue
Colonial Heights, VA 23834
(804) 526-0816
www.mpbclife.com**

March 1st, 2016

This Church Personnel Policy Manual and Employee Handbook is an expression of the current personnel and employment policies and procedures of Mount Pleasant Baptist Church (MPBC) as detailed in the church constitution, charter and by-laws. All provisions are subject to change at any time through the procedures of the church as set forth in the by-laws and other governing documents. The church periodically reviews all the policies and procedures set forth herein. They may change these policies and procedures as needed. Thus, while the church is committed to operating within its policies and procedures, the church reserves the right to revise this handbook at any time.

This manual is not a contractual promise to hold in force these specific policies and procedures nor a guarantee of continued employment or specific benefits. No oral statements or representations can in any way change or alter the provisions of this handbook.

Employees are responsible for becoming familiar with new policies or procedures.

TABLE OF CONTENTS

1	A Word about this Handbook.....	8
2	The Personnel Committee.....	9
2.1	Talk to Us	9
2.2	Authority of the Policies Contained.....	9
2.3	Administration of the Policies Contained	9
2.4	Call to Commitment.....	9
3	How you were selected	10
4	Objectives, Mission, & Core Values	11
4.1	Statement of Faith	12
4.2	Principle Church-Governing Documents and Bodies	12
4.2.1	Congregation.....	12
4.2.2	Committees	12
4.2.3	Personnel Committee	13
4.2.4	Deacons.....	13
4.2.5	Lead pastor.....	13
5	Our Employee Relations Philosophy.....	14
5.1	Biblical Principles.....	14
5.2	Equal Employment Opportunity	14
5.3	Disabilities	14
5.4	Discrimination-Grievance Procedure.....	14
5.5	Non-harassment.....	15
5.5.1	Procedure to Follow to Report Harassment	15
5.5.2	No Retaliation	15
5.6	Sexual Harassment	15
5.6.1	Procedures to Follow to Report Sexual Harassment	16
5.7	General Employee Grievance Procedures.....	16
5.8	Biblical Conflict Resolution	17
5.9	Sexual Misconduct and Child Abuse	18

5.10	Preschool/Child/Youth Protection Policies	18
5.11	Immigration Reform and Control Act	18
5.12	Criminal Background Checks	19
5.13	Employment Categories and Classifications	19
5.13.1	Regular and Temporary Employees	19
5.13.2	Exempt and Non-exempt Employees	19
5.13.3	Full-time and Part-time Employees	19
5.13.4	Ministerial/Pastoral Staff	19
5.13.5	Administrative Staff.....	20
5.13.6	Interns	20
5.14	Probation Period for New Employees	20
5.15	Supervisory Roles	20
5.16	Employment of Relatives	20
5.17	Personnel Records	20
5.18	Anniversary Date.....	21
6	Work Guidelines	22
6.1	General.....	22
6.2	Work Schedule	22
6.3	Office Hours	22
6.4	Absenteeism or Tardiness/Leave Early	22
6.5	Employee’s Job Description	23
6.6	Position Revision	23
6.7	Performance Evaluations	23
6.8	Position Vacancies	24
6.9	Outside Employment	24
6.10	Terminations	24
6.10.1	Ministerial Personnel.....	24
6.10.2	Administrative Staff.....	24
6.11	Resignation	25
6.11.1	Ministerial Staff.....	25

6.11.2	Administrative Staff.....	25
6.12	Layoff.....	25
6.13	Exit Interview	25
7	Salary and Wage Policy	26
7.1	Introduction	26
7.2	Overtime Pay.....	26
7.3	Payroll Deductions and Garnishments	26
7.4	Paydays and Time Sheets.....	27
7.5	Direct Deposit	27
7.6	Lost and Final Paychecks	27
7.7	Eligibility for Salary Review.....	27
7.8	Catastrophic Event Policy	28
8	Employee Benefits and Services.....	29
8.1	General Provisions and Applications	29
8.2	Social Security (FICA/SECA).....	29
8.3	Worker’s Compensation	30
8.4	Unemployment Insurance	30
8.5	Medical Insurance.....	30
8.6	Dental Insurance	30
8.7	Life Insurance	31
8.8	Disability Insurance	31
8.9	Retirement	31
8.10	Minister’s Housing Allowance	31
8.11	Paid/Unpaid Time Off.....	32
8.11.1	Annual Leave and Sick Leave Policy Overview	32
8.11.2	Annual Leave Policy.....	32
8.11.3	Sick Leave Policy	33
8.11.4	Procedure for Requesting Annual and Sick Leave	33
8.11.5	Employees who Depart Church Service	34
8.12	“Grandfather Clause”	34

8.13	Holidays	34
8.14	Floating Personal Days	35
8.15	Other Personal Time Off.....	35
8.15.1	Other Personal Time Off Overview	35
8.15.2	Bereavement.....	35
8.15.3	Family Medical Leave Act (FMLA)	36
8.15.4	Jury and Witness Duty	37
8.15.5	Military Leave.....	37
8.15.6	Worker’s Compensation Leave	37
8.15.7	Leave of Absence.....	37
8.15.8	Special Conferences, Meetings, Revivals, and Missions.....	38
8.15.9	Sabbatical Leave	39
8.15.10	Administrative Leave.....	39
9	Standards of Conduct	40
9.1	Conflict of Interest/No Solicitation	40
9.2	Copyrightable Works	40
9.3	Disciplinary Conditions.....	40
9.4	Types of Progression of Disciplinary Action.....	42
9.5	Off-Duty Conduct	43
9.6	Church Participation	43
9.7	Personal Appearance Standards	43
9.8	Personally Owned Property	43
9.9	Issuance and Use of Church Property and Equipment	44
9.10	Work For Hire Doctrine	44
9.11	Alcohol, Tobacco, Illegal Drugs and Controlled Substances	44
9.12	Confidentiality	44
9.13	Public Relations.....	45
9.14	Personal Calls and Visitors	45
9.15	Employee Health and Safety	45
10	Church Computer, Email, and Internet Use Policy	47

10.1	Ownership and Access	47
10.2	Personal Use.....	47
10.3	Prohibitions.....	48
10.4	Personal Software	48
10.5	Home-Computer Use	49
10.6	Violations	49
11	Social Media Policy	50
11.1	Church Doctrine Applies to Online Activity	50
11.2	Social Media Content.....	50
11.3	Personal Opinions.....	50
11.4	Church Social Media Accounts	50
11.5	Prohibited Content	51
11.6	Social Media Communication with Minors	51
11.7	Contact with Media.....	51
12	Annex A: Acknowledgement of Gifts.....	52
13	Annex B: Employee Policy Acknowledgement Form	53

1 A WORD ABOUT THIS HANDBOOK

Welcome to the staff of Mount Pleasant Baptist Church (MPBC)! We appreciate you and the gifts and talents you bring to supporting the overall mission of the church in ministering to others, including staff, the membership, and the Tri-City area. Your personal spiritual growth and involvement in a local church are an integral part of your ministry on our staff. We expect each employee to read the Personnel Policy Manual and Employment Handbook, as it is a valuable reference for understanding your job.

The purpose of this manual is to establish and maintain a uniform system for managing all personnel matters; to comply with applicable employment laws; and to provide the standards, terms, and conditions of employment with MPBC. It is further intended by the adoption and periodic amendments to the policies and procedures that this manual serves as a guide for all MPBC employees in their routine work activities and relationships, so that the objectives of both the church and the individual are achieved. The church leaders retain the right to make decisions involving employment in order to conduct its work in a manner that is beneficial to the employees, the church, and the people it serves.

This Personnel Policy Manual and Employment Handbook supersedes and replaces any and all prior employee manuals and supersedes any verbal or written policy statement. The church and its staff recognize all employees are hired at-will, meaning they may quit their employment at any time, or the church may terminate any employee at any time, for any reason. **The policies and conditions expressed in this manual are for informational purposes only and are not intended to create nor be understood or construed to constitute contractual terms and conditions of employment, whether express or implied, between MPBC and any or all of its employees.**

MPBC Personnel Committee reserves the right to modify, change, or amend, at any time, all terms and conditions of employment it deems appropriate. All revisions, deletions, or additions must be in writing and must be approved by the Personnel Committee with the advice of the Lead Pastor.

Any questions concerning the interpretation, application or administration of these policies and procedures should first be directed to the Lead Pastor. Beyond that, questions should be directed to the Personnel Committee, which has been charged by the MPBC membership with overall responsibility for personnel.

2 THE PERSONNEL COMMITTEE

The Personnel Committee is elected by the church body to: act as an information center between the church body, employees and management; formulate and interpret organizational policy; and assist with all matters concerning employees, employment at MPBC, and personnel policy. Personnel Committee members are available to discuss subjects such as employment/recruitment, benefits, employee records, safety and disciplinary problems (MPBC, Constitution Art IV, Sec 5, Oct 13, 2013).

2.1 TALK TO US

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations of the church and the working environment of the employees who play a vital role in our mission.

If you feel you have a problem, please present the situation to your supervisor so that the problem can be settled by examination and discussion of the facts. We hope that your supervisor is able to satisfactorily resolve most matters. You may request a meeting with the Lead Pastor or Personnel Committee in accordance with our employee grievance policy to discuss possible solutions should you have questions or need clarification after meeting with your supervisor.

Your job will not be adversely affected in any way if you choose to use this procedure.

2.2 AUTHORITY OF THE POLICIES CONTAINED

The Personnel Committee, as elected representatives of the church, has approved the policies contained in this manual; therefore, each policy carries the full authority of MPBC. They are to be followed by all employees in all situations. In the case of extenuating circumstances or situational variations from the established policies, an employee must have approval from the immediate supervisor, in consultation with the Lead Pastor and/or Personnel Committee for the deviation.

2.3 ADMINISTRATION OF THE POLICIES CONTAINED

Questions regarding the execution of any policy shall be referred to the Lead Pastor and/or Personnel Committee. Their interpretation of the policy shall be considered as final.

2.4 CALL TO COMMITMENT

The Pastoral Staff and the Personnel Committee want this to be a pleasant work experience for you. Your work is to be a shared ministry of worship, music, education, administration, counseling, and soul winning.

You will be responsible for performing your job in the best and most efficient manner possible. Our staff works as a team so the results of our ministries depend upon the combined efforts of all employees.

3 HOW YOU WERE SELECTED

You were selected to work at MPBC because you indicated an interest in employment here and it was determined that you possess the skills necessary for your particular job. Those involved in hiring you sought God's leadership in your selection.

Your selection was also based on information you provided which indicated there was nothing about your personal life that could negatively impact your effectiveness as an employee or compromise the integrity of the ministries of MPBC.

The church seeks to employ the best-qualified candidate for any existing vacancy. Every effort is made to employ only those who have demonstrated excellent performance in previous positions. This includes being conscientious and confidential in the performance of your work, while displaying a good attitude and spirit.

4 OBJECTIVES, MISSION, & CORE VALUES

Our Objectives (MPBC Constitution, Art II, Oct 13, 2013)

To be a dynamic spiritual body empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world by faithfully doing the following:

To worship God personally: God has called us to a personal, intimate, growing relationship with Him. The primary way we experience that relationship is through the regular, consistent practice of spiritual disciplines and corporate worship.

To walk with other believers: Our aim is that every member will be connected with other believers in a small group setting. Small groups are a place for deeper relational connection, applying God's Word to our lives, developing accountability, and providing ministry and care in times of need.

To work for God's Kingdom: Every believer has been given at least one spiritual gift, and is called to use that gift in the life and work of the local church. Our goal is to have every member serving according to his or her giftedness, passion, skills, abilities, and calling. Doing so brings fulfillment to the believer and helps the church accomplish its mission.

To witness as a way of life: All believers are called to share the Gospel with others both in the local community and around the world. Evangelism is a lifestyle, and our desire is that every believer will be prepared and ready to share his or her faith at all times.

Our Mission Statement (MPBC Constitution, Art IV, Oct 13, 2013)

MPBC is a family of faith that exists to share the Gospel in order to lead people into a growing relationship with Jesus Christ.

Our Core Values (MPBC Constitution, Art V, Oct 13, 2013)

Bible-based: We are a family of faith that believes the Bible to be God's only inspired word. It is our sole and sufficient guide in matters of faith and practice. We are to read, study, memorize, and meditate upon its precepts. Most of all, we are to put its principles into practice. (2 Timothy 3:16-17; Psalm 119:9, 11; Joshua 1:8; James 1:22)

God glorifying: We are a family of faith that believes our chief duty is to glorify God. He is the focus of our worship and witness. We are to worship Him in spirit and in truth. Whatever we do, we are to do for the Glory of God. (1 Corinthians 10:31; John 4:23-24)

Christ-centered: We are a family of faith that believes Jesus is the way, the truth, and the life. As our Good Shepherd, Jesus conquered death and has given His church the ability to honor God through Himself in all things. We are to have Christ as the center of all aspects of the church, whether in or out of the building. As Christ is the center of the church, God is most glorified. (John 14:6; John 10:11-18; Colossians 2:6-12; Colossians 3:1-3)

Spirit-unified: We are a family of faith that believes that the person of the Holy Spirit unites us into one body. We are each gifted by the Spirit to serve in unique ways within the body. As we serve Him in a united fashion, He will do more through us than we can ask or imagine. (1 Corinthians 12:4-13; 1 Peter 4:10)

Disciple developing: We are a family of faith that exists to lead people into a growing relationship with Jesus Christ. We are to evangelize the lost, then guide them toward maturity. Finally we are to equip them for ministry and mission. We will care for the needs of those in our family. (Matthew 28:18-20; Luke 19:10; Ephesians 4:11-13; Acts 2:42-47)

Outreach-oriented: We are a family of faith that believes that we exist, in part, for those who are not yet a part of our family. We will design our ministries so that evangelism is priority. We will proclaim the unchanging Gospel by the most effective means available. We will simultaneously do missions at home, nationally, and globally. (Luke 14:23; Acts 1:8)

Prayer driven: We are a family of faith that is steadfastly devoted to prayer because the effective prayers of the righteous can accomplish much. Therefore, we are to consistently offer prayers, supplications, intercessions, and thanksgiving for all people. (Matthew 21:13; Colossians 4:2-4; Thessalonians 5:17; 1 Timothy 2:1; Philippians 4:6; James 5:16)

4.1 STATEMENT OF FAITH

(MPBC Constitution, Art III, Oct 13, 2013) The Bible is the inspired Word of God and is the basis for any statement of faith. MPBC believes and adopts as its statement of faith, the Articles of Faith, as adopted by the Southern Baptist Convention, in the **Baptist Faith and Message 2000 Edition** (available at <http://www.sbc.net/bfm2000/bfm2000.asp>).

4.2 PRINCIPLE CHURCH-GOVERNING DOCUMENTS AND BODIES

Governance and operations at MPBC are accomplished within the guidelines established in the member approved and ratified constitution, charter and by-laws, available upon request.

The following list is intended to provide an overview of those bodies that have responsibilities related to employment at MPBC, and is not intended as a complete list.

4.2.1 Congregation

(MPBC By-Laws, Art I, Aug 4, 2013) The overall responsibility for governance of the church rests with the congregation which has the final authority over all matters. To assist in the administration of church matters a number of membership elected church committees and boards advise and assist in carrying out the various church ministries.

4.2.2 Committees

(MPBC By-Laws, Art IV Sec 1, Aug 4, 2013) Much of the implementation of the church's ministry is carried out by various committees. These committees are vital avenues of service for church members and enable the expression of the gifts which the Holy Spirit bestows on all believers. Certain committees may have special responsibility for areas of ministry within the church, and staff at all levels will often interact with these committees and their chairpersons in furthering the work of the church.

4.2.3 Personnel Committee

(MPBC By-Laws, Art IV Sec 5, Aug 4, 2013) The Personnel Committee, elected by the congregation, has major responsibilities in the personnel area which include the following:

- To review periodically the personnel policies and make recommendations to the church regarding revisions and effective implementation.
- To assure the personnel policies and procedures are communicated, understood and implemented.
- To work with the lead pastor, staff and other appropriate committees to develop job descriptions for all staff positions.
- To assist the lead pastor, staff and other appropriate committees in developing and implementing a hiring process including announcements, job descriptions, salaries, application procedures, interviewing, screening and final selection.
- To conduct annual staff performance reviews, or advise supervisory staff on the completion of annual staff performance reviews, as well as be available to staff members for the purpose of considering any comments or requests in regard to personal needs and working conditions.
- To seek to address and resolve grievances or problems that may arise with or among staff members.
- To recommend personnel budget needs to the Budget and Finance Committee for inclusion into the next year's budget.
- In coordination with the lead pastor, implement the employee disciplinary policies and procedures and recommend to the church any church action deemed necessary.
- To assure that laws governing the church's employment practices are fully observed, and that the church also preserves its constitutional, statutory and spiritual prerogatives to preserve the biblical and ecclesiastical integrity of all its ministries.

4.2.4 Deacons

(MPBC By-Laws, Art III Sec 1, Aug 4, 2013) The deacons are elected by the congregation and provide for spiritual oversight of the ministry of the church, in cooperation with the Lead Pastor. Though not a governing board, they often do have responsibility for reviewing the overall ministry of the church and making recommendations to the congregation.

4.2.5 Lead pastor

(MPBC By-Laws, Art III Sec 3, Aug 4, 2013) The Lead Pastor serves many roles including that of shepherd, counselor and teacher. In addition, the lead pastor serves as the chief administrative officer of the church, under the authority of the congregation and in consultation with other designated leadership and appropriate committees. As chief administrative officer he is responsible directly or through his delegation, for the supervision of the staff, both ministerial and support.

5 OUR EMPLOYEE RELATIONS PHILOSOPHY

We are committed to providing the best possible climate for maximum personal development and goal achievement for each employee. We treat each employee as an individual. Our desire is to develop a spirit of teamwork, allowing individuals to work closely together to attain a common goal. The church tries to provide a comfortable and progressive workplace and foster an atmosphere where these goals can be accomplished. We encourage a workplace where communication is open and direct, and problems can be discussed and resolved in a mutually respectful manner.

5.1 BIBLICAL PRINCIPLES

As a matter of faithfulness to biblical principles, MPBC shall not practice or condone discrimination against persons based on their race, color, ethnicity, national origin or age. This commitment derives from biblical teachings, from the example of our Lord, the command of the Great Commission, and the witness of the early church in breaking down barriers of race and ethnicity.

5.2 EQUAL EMPLOYMENT OPPORTUNITY

MPBC is an equal opportunity employer. Personnel policies shall be implemented without regard to color, race, gender, age, citizenship, veteran status or national origin. Men and women performing similar work with similar experience and similar performance will receive equal pay and have equal opportunity for leadership so far as our theological paradigm permits. However, federal law creates an exception to the “religion” component of the employment discrimination laws for religious organizations, and permits them to give employment preferences to members of their own religion and particular faith or church. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

5.3 DISABILITIES

Consistent with our concern for all persons and sensitivity to those with disabilities, and without regard to whether the church is covered by federal acts such as Americans with Disabilities Act, MPBC will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual unless undue hardship would result, and so long as not inconsistent with carrying out our mission in faithfulness to biblical principles. If MPBC is subject to applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the church will comply with such laws and make reasonable accommodations required by the law for the known physical or mental limitations of an otherwise qualified individual unless undue hardship would result.

5.4 DISCRIMINATION-GRIEVANCE PROCEDURE

Any employee who believes that she/he personally, or another employee, has been subjected to any form of unlawful discrimination should file a written complaint to her/his supervisor, Lead Pastor, or Chairperson of the Personnel Committee. The complaint should specify the name(s) of the individuals involved (including any witnesses) and a description of the unlawful discrimination.

MPBC will immediately undertake a thorough and objective investigation and attempt to resolve the situation. If MPBC determines that unlawful discrimination has occurred, remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. MPBC will not retaliate against any employee for filing a complaint and will not knowingly permit retaliation by any other employee or elected official.

5.5 NON-HARASSMENT

MPBC is committed to providing a work environment that is free from unlawful harassment which is based on race, color, religion, national origin, ethnicity, sex or gender, pregnancy, childbirth, or related medical conditions, age, disability, veteran status, and genetic characteristics are protected classes in Virginia.

The purpose of this policy is not to regulate personal morality of each employee. It is to assure that in the work place no employee or supervisor harasses another employee for any reason. Harassment includes but is not limited to: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes, and teasing. All employees must comply with this policy.

5.5.1 Procedure to Follow to Report Harassment

Any employee who feels he/she is or has been a victim of harassment should immediately report the incident to their immediate supervisor. If the Lead Pastor is involved in the discriminatory or harassing conduct, the employee should report his or her concerns to the Personnel Committee. The church will investigate the report as promptly, impartially, and as confidentially as possible given the circumstances. No adverse action will be taken against any employee because they, in good faith, report or participate in the investigation of a violation of the harassment policy. If a determination that unlawful harassment or discrimination has occurred, the church will take appropriate preventive and corrective action, up to and including discharge from employment.

5.5.2 No Retaliation

The church prohibits any form of retaliation against an employee for opposing harassment or discrimination, filing a complaint under this policy, or for assisting in the investigation of a complaint. Employees must feel free to report violations of this policy to their supervisor, the Lead Pastor, or the Personnel Committee, as appropriate, without fear of reprisal. If you believe that you have been retaliated against in violation of this policy, report this to your supervisor, the Lead Pastor, or the Personnel Committee, as appropriate.

Any employee who is determined, after an investigation, to have engaged in conduct in violation of either the church's Non-Harassment or No Retaliation policy will be subject to disciplinary action, up to and including discharge from employment.

5.6 SEXUAL HARASSMENT

Sexual harassment is strictly against church policy and is unlawful under state and federal law.

It is prohibited for any employee, supervisor, or third party to sexually harass another employee. Sexual harassment of a third party by our employee(s) is also prohibited. The purpose of this policy is to provide a workplace where no employee is subject to sexual harassment. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual or otherwise offensive nature, sexually-related

drawings, pictures, jokes, teasing, uninvited touching, or other sexually-related comments, especially where:

- Submission to such conduct is made an explicit or implicit term or condition of employment
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

Sexual harassment can occur between individuals of the opposite sex or the same sex and will not be tolerated. Violations of this policy may result in disciplinary action, up to and including discharge. No adverse action will be taken against an employee who, in good faith, reports violations of this policy or participates in the investigation of such violations.

5.6.1 Procedures to Follow to Report Sexual Harassment

Any employee that feels that she/he is a victim of sexual harassment should immediately report any violation in accordance with the following procedures. Each report will be promptly and thoroughly investigated as confidentially as possible.

1. Any employee who believes they have been a victim of sexual harassment or have been retaliated against for complaining of being sexually harassed should report it immediately to their supervisor. If you prefer not to discuss the matter with your supervisor or Lead Pastor, you may discuss it with the Chairperson of the Personnel Committee.
2. The church will investigate each reported incident immediately. Any supervisor or employee who is found guilty of sexual harassment may be subject to disciplinary action, up to and including immediate discharge.
3. The church will conduct the investigation in a discreet manner. The church recognizes every investigation requires a judgment based upon all available facts. We recognize the serious impact a false accusation can have. We trust each employee will make certain of the truthfulness of such a charge.
4. The reporting employee and any employee participating in an investigation have the church's assurance that no reprisals will occur as a result of a complaint of sexual harassment. We encourage discussion of an incident, so as to help protect and discourage others from being subjected to or taking part in similar inappropriate behavior. Any employee who is determined, after an investigation, to have engaged in conduct in violation of this No Retaliation policy will be subject to disciplinary action, up to and including discharge from employment.

5.7 GENERAL EMPLOYEE GRIEVANCE PROCEDURES

MPBC recognizes that positive employee relations and morale can be best achieved and maintained in a working environment that promotes ongoing open communication between supervisors and their employees. Grievances or complaints between fellow employees should first be addressed between themselves, in the spirit of *Matthew 18*. If the grievance cannot be resolved or an employee has a complaint regarding the Church's policies or procedures, the

employee(s) should address the matter with their immediate supervisor as soon as possible. In most instances, informal discussion with the supervisor will solve the problem. However, if a solution cannot be reached by talking with the immediate supervisor the following Grievance Procedure is available:

- Employee submits the problem in writing, with signature and date, within ten (10) calendar days to the Lead Pastor, or the Personnel Committee if the Lead Pastor is the other party.
- The Lead Pastor responds in writing, with signature and date, to employee within seven (7) calendar days. The Lead Pastor will also send a copy of the written grievance and response to the Personnel Committee.
- If problem is not settled at this point, employee will present problem in writing, with signature and date, to the Personnel Committee for a final decision.
- The Personnel Committee, whose decision is final, provides a written response to both employees and any other appropriate individual of decision.

Any employee disagreement with the Personnel Committee's decision will be resolved in accordance the Church's Policy on Biblical Conflict Resolution.

5.8 BIBLICAL CONFLICT RESOLUTION

As employed staff of MPBC, you agree that any claim or disputes arising out of, or related to, your employment or any aspect of the employment relationship, including any federal, state, or local statutory or common law claims, the law of contracts, and law of tort, will be settled by biblically-based grievance procedure as discussed above. If the resolution of the dispute and reconciliation do not result from grievance procedure, the matter will then be submitted to an independent and objective arbitrator for binding arbitration. Specifically, any dispute between the Parties concerning employment or the termination of employment shall be resolved through Christian Conciliation and legally binding Christian Arbitration shall be employed in accordance with the Rules of Procedure for Christian Conciliation found at www.Peacemaker.net.

A decision shall be reached after prayerful consideration, in a spirit of humility, with the Arbitrator(s) seeking that which most glorifies God and regarding one another before himself. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. Jurisdiction and venue shall be the county and state where the church is located and Virginia law will apply to dispute. The Parties understand that these methods shall be the sole remedy for any controversy or claim arising against MPBC and expressly waive their rights to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

Each party will pay for its part of the arbitration fees but attorney's fees and costs may be awarded in the arbitration. In that case, judgment upon an arbitration award may be entered by any court having competent jurisdiction, in conformity with the laws of the Commonwealth of Virginia. Notwithstanding this above provision, to protect the church and its members and under its risk policy procedures, the church is required to maintain liability insurance and thus, this conflict provision is conditioned upon agreement by the church's insurers that, in light of the particular facts and circumstances surrounding the disputed matter, this provision, and the process it establishes will not diminish any insurance coverage maintained by the church.

5.9 SEXUAL MISCONDUCT AND CHILD ABUSE

One of the church's greatest concerns is the possibility of sexual misconduct and strictly prohibits any such behavior. Sexual misconduct includes, but is not limited to, any inappropriate or illegal behavior or mental condition likely to produce such behavior, including child abuse or a mental health diagnosis of paraphilia (including pedophilia, exhibitionism, or voyeurism). Any employee with any of the above in his or her history will be prohibited from interactions with children and youth. The church, to promote sensitivity to the complainant and justice to all parties, will investigate all allegations of such inappropriate behavior promptly, thoroughly, and with the highest confidentiality permitted by the circumstances. Any violation will be cause for discipline including, but not limited to, termination.

All church employees and those volunteers who work with minors are required to receive and certify completion of required training courses under the below Child/Youth Protection Policies. Copies of certification will be made a part of the employee's personal record.

5.10 PRESCHOOL/CHILD/YOUTH PROTECTION POLICIES

All staff, as well as non-paid volunteers in the church's ministry, are required to familiarize themselves with the preschool-child-youth protection policies as adopted and published by the church, and set forth in the MPBC Student Ministry Policy Handbook (Approved 2011/Edited 2014) and the Children's Ministry Policy Handbook (Adopted 2014), available in the church's main office. Those policies establish, among others, the following obligations of all staff:

1. To abide by the policies established by the church.
2. To report to a supervisor, the pastor or other official of the church any violations of any of these policies and procedures by staff, volunteers or others.
3. To abide by public-reporting laws in the case of incidents of suspected child abuse or neglect, reporting to the county director of Department of Social Services promptly.
4. To understand that any staff member will, under the policies, be placed on temporary leave or suspension if a credible complaint is made regarding staff violations of the preschool/child/youth protection policies. Any allegation of harm, injury or other violation of any nature towards a minor will be investigated and credible violations of policies may result in discipline, up to and including, dismissal.
5. To understand that violations of the policies, even those in which the church leadership has conducted an investigation, do not preclude investigation and/or prosecution under applicable federal, state and local law.
6. To participate in annual staff training on the church's protection policies and child abuse and neglect issues.
7. To ensure all volunteers have a completed background check on file and available for inspection and that training and education on church policy is conducted periodically.

5.11 IMMIGRATION REFORM AND CONTROL ACT

In compliance with the Federal Immigration Reform and Control Act of 1986 (IRCA), as amended, MPBC is committed to employing only individuals who are authorized to work in the United States. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form 1-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the church.

5.12 CRIMINAL BACKGROUND CHECKS

MPBC conducts criminal background checks for all new employees to determine suitability of employment. Those employees who have access to confidential information of the church and its members may also be subject to a financial background check. The Church also reserves the right to conduct these criminal and financial background checks on existing employees.

In the event a criminal record exists, consideration will be given to the relationship between the conviction and the responsibilities of the position that is or will be held. A relevant job-related conviction is grounds for non-selection of an applicant or termination of employment. "Conviction," as used in this section, is defined as including all felonies and misdemeanors except minor traffic violations in relation to any position that does not require driving. For positions that do require operation of a motor vehicle, a "conviction" includes minor traffic violations. Falsification of application material, including failure to disclose criminal convictions is grounds for non-selection of an applicant or termination of employment.

All information obtained through a criminal background check will be considered confidential information and will not be released without written authorization and release signed by the individual who is subject to the inquiry.

5.13 EMPLOYMENT CATEGORIES AND CLASSIFICATIONS

5.13.1 Regular and Temporary Employees

Regular employees are employed for an indefinite period with no special arrangements about the termination date. Temporary employees are those who are hired for a shorter time period – less than one (1) year – with a mutual understanding of termination date and conditions. Contract employees are temporary employees with an established termination date.

5.13.2 Exempt and Non-exempt Employees

Exempt employees by virtue of the independent or managerial nature of their work are exempt from the provisions of the federal Wage and Hour Law and are therefore not eligible for overtime pay. Exempt employees are normally paid on a salary basis.

Non-exempt employees are not exempt from the provisions of the federal Wage and Hour Law and are eligible for overtime pay. Non-exempt employees are normally paid on an hourly basis.

5.13.3 Full-time and Part-time Employees

Full-time employees are approved to regularly work thirty (30) or more hours per week. Part-time employees are approved to regularly work twenty-nine (29) or less hours per week.

5.13.4 Ministerial/Pastoral Staff

(MPBC By-Laws, Art III Section 9, Aug 4, 2013) Ministerial/pastoral staff are those employees who are licensed and ordained ministers of the Gospel, called by church members.

5.13.5 Administrative Staff

(MPBC By-Laws, Art III Section 9, Aug 4, 2013) Administrative staff are employees whose job duties are narrower in scope and support the program and ministerial staff, church ministries, and the general operation of the church. Administrative staff includes positions, contract or otherwise, such as Praise and Worship Leader, Music Ministry Leader, etc.

5.13.6 Interns

Employees attending college, seminary, or working a secular job. They work part-time to gain experience in church ministry. Schedule and classification are to be determined by the appropriate pastor and each intern will be supervised by the pastor in that specific ministry.

***Note:** Reclassification of an ordained employee to the ministerial staff level will be presented to the church by the Lead Pastor as a matter of information.

5.14 PROBATION PERIOD FOR NEW EMPLOYEES

The probation period for new non-ministerial staff members lasts up to 90 days from date of hire. During this period the employee will have an opportunity to evaluate the church as a place to work and your supervisor has the opportunity to evaluate you as an employee. During the probation period, the employee, as well as the church, has the right to terminate their employment without advance notice or cause, and without implication of failure or wrongdoing. The probation period involves frequent evaluation of performance. Upon satisfactory completion of the probation period, you will become a regular employee.

5.15 SUPERVISORY ROLES

Job descriptions will identify the specific leadership position to whom employees report as their supervisor. Unless otherwise specified, the Lead Pastor shall be the immediate supervisor of all staff, ministerial and support. The Lead Pastor or the church body may assign supervisory responsibilities to other staff or individuals as needed.

5.16 EMPLOYMENT OF RELATIVES

The Personnel Committee must review and approve hiring of relatives of employees in order to guard against potential problems of safety, security, supervision, and morale. Relatives are defined as close family members, such as parents, grandparents, children, spouses, brothers, sisters, or in-laws.

5.17 PERSONNEL RECORDS

Important events in an employee's history with the church will be recorded and kept in their personnel file. Each personnel file will be maintained by the employee's direct supervisor, Lead Pastor, or Chairperson of the Personnel Committee. The only people authorized access to an employee's file are direct supervisors, Finance Director, Lead Pastor, and Personnel Chairperson. Upon a request by an employee, their supervisor will determine a specific time and place where they may both review the contents of the file. The information contained may not be photocopied or have any portion removed. You may submit any written supplement you

feel appropriate for your file. Examples of what each personnel file should contain are listed below:

1. Application for employment
2. Background & credit checks
3. Payroll information
4. Letter of call
5. Salary agreement
6. Regular performance reviews
7. Change of status records
8. Commendations
9. Corrective action warnings

****NOTE:** Each employee's personnel file is the property of MPBC.

5.18 ANNIVERSARY DATE

The first day you report to work will be recorded in your personnel file as your anniversary date and this date is used in the calculation of benefits. Questions regarding this date may be directed to your supervisor.

6 WORK GUIDELINES

6.1 GENERAL

The purpose of these guidelines is to define MPBC's general workplace expectations. By keeping employees informed of these expectations, both the church and the employees will be able to operate God's house in a more decent and orderly manner.

The church's basic rule is very simple--if any employee engages in activity detrimental to the best interests of MPBC, its members, or its employees, he or she will be appropriately disciplined. There will be consequences for improper behavior. The workplace guidelines listed in this Handbook must not be considered as exhaustive or all-inclusive. Examples of activity detrimental to the church is defined in section 9: Standards of Conduct of this manual.

6.2 WORK SCHEDULE

Ministerial and administrative staff will work as required to effectively perform their duties.

6.3 OFFICE HOURS

Office hours may be subject to modification and adjustment as determined by the Personnel Committee and/or by scheduled church events and activities.

Current Office Hours: 9:00 a.m. to 4:30 p.m., Monday through Thursday.

Lunch Break: 12:00 p.m. to 1 p.m.

Breaks: Employees are encouraged to take one 15-minute paid break in the morning and one 15-minute paid break in the afternoon as designated by their supervisor.

Part-time support staff will work as designated by their supervisor. Their supervisor, in consultation with the Personnel Committee, will set the hours.

Any decision to close MPBC, other than the hours/days posted above, will be recommended by the Lead Pastor and approved by the Personnel Committee. Exceptions can be made for inclement weather and other unforeseen events as outlined in Section 7.8, Catastrophic Event Policy. Any changes to office hours or closure dates, with the exception as outlined in section 7.8, will be published in the church bulletin as soon as the decision is approved by the Personnel Committee for full visibility by the congregation.

6.4 ABSENTEEISM OR TARDINESS/LEAVE EARLY

Each employee is expected to be punctual and regular in his or her attendance. Failure to consistently maintain daily attendance results in loss of productivity and inefficient operations. When an employee is absent or late, their supervisor must make adjustments so another employee can accomplish the work. Therefore, reliability is expected.

Absenteeism: Any employee absent from work is responsible for notifying their supervisor. If unable to reach their supervisor, contact the Lead Pastor. Failure to comply with this policy may result in disciplinary action and possible termination. If an absence

is short-term (e.g. an illness), it is the employee's responsibility to keep the Church informed and to provide medical verification when asked to do so. Excessive or unreported absences for three (3) consecutive days could result in termination.

Tardiness or Leaving Early: Each employee is required to be at their place of work during their scheduled work hours. Habitual tardiness or leaving early without permission will be subject to disciplinary action and possible termination. Employees are required to contact their supervisor any time they are tardy or wish to leave early.

An absence or tardy is considered "excused" only when the employee called ahead of time and provides a compelling reason for their tardiness or absence. The church reserves the right, at its sole discretion, to determine what constitutes a compelling reason. Tardiness or absence for a non-compelling reason, and failing to call in according to this policy will be considered "unexcused." Because the church considers "unexcused" tardiness and absences a serious problem, a consistent pattern of unexcused tardiness or absences will subject an employee to disciplinary action up to and including termination.

6.5 EMPLOYEE'S JOB DESCRIPTION

The church maintains job descriptions for each position in the church. The job description includes your job title, supervisor, date(s) adopted or revised, and duties. This aids the church in developing and maintaining a clear structure of job responsibility, work activity, pay scale, and performance standards. Job descriptions are designed to give general job requirements and may be modified over time when deemed necessary. This determination is solely within the discretion of the Personnel Committee in consultation with your immediate supervisor.

Employees may be asked to perform duties or responsibilities that are not part of their job description. In addition to the annual review of job descriptions, each job description, in consultation with the Personnel Committee may be updated to reflect changes if these new duties or responsibilities remain part of the employee's job assignment.

6.6 POSITION REVISION

The assignment of an employee may be revised to improve operational efficiency. When appropriate, the Personnel Committee and employee's supervisor will advise the employee of any changes to include abolishment of a position. When possible, a qualified employee may be offered another position. All positions may be reclassified as responsibilities change.

6.7 PERFORMANCE EVALUATIONS

Performance evaluations give an employee and supervisor the opportunity to review and discuss overall performance of job duties. The supervisor will also summarize any performance evaluations held throughout the year. This evaluation is designed to highlight an employee's strengths and also point out ways to improve job performance. The evaluation may also contribute to determining any salary increases and possible job description modifications.

For administrative and support staff, supervisors will conduct an initial performance review no later than ninety (90) days after first day of employment. Thereafter, employees will be evaluated annually between January 1st and March 31st, with recommendations on changes to pay, benefits

and/or compensation submitted to the Personnel Committee no more than 30 days after the date of evaluation.

The Personnel Committee will conduct the annual review of the Lead Pastor, and the Lead Pastor will conduct annual performance reviews of the Pastoral Staff using the same criteria as described above for administrative and support staff with the addition of:

- Pastors will be prepared to discuss goals and objectives for the upcoming year in the areas of church planning, internal ministry, external ministry and any other areas they feel appropriate
- Pastors will respond to specific queries by the congregation as presented by the Personnel Committee

The Personnel Committee will consolidate, review, and approve all merit-based and other recommended changes to pay, benefits and/or compensation for all staff and pastors. If the consolidated total exceeds that apportioned to the Personnel Budget, the Personnel Committee will send a request to the Finance Committee for concurrence and allocation of the difference.

6.8 POSITION VACANCIES

Position vacancies, changes, or modifications will adhere to policies established in the MPBC By-Laws, Art III. When a vacancy occurs or a new position is created, a current qualified employee may apply for consideration for that position. When a vacancy occurs, an employee may obtain a job description from the Personnel Committee.

6.9 OUTSIDE EMPLOYMENT

The church does not limit an employee's activities during non-working hours, unless they interfere or conflict with the performance of their job or create a conflict of interest. Employees are required to advise their supervisor about all outside employment.

6.10 TERMINATIONS

6.10.1 Ministerial Personnel

Lead Pastor: See Art III, Sec 2, # 4 and 5, page 10 of the By-Laws.

Pastors: See Art III, Sec 9, # 3 and 4, pages 13-14 of the By-Laws.

6.10.2 Administrative Staff

The church reserves the right to terminate employment of an administrative staff member at any time, with or without notice, for any reason not prohibited by law. The immediate supervisor in consultation with the Lead Pastor will initiate termination of employment. The Personnel Committee will then be informed so as to evaluate the reason(s) for dismissal. Should the reason(s) for dismissal be deemed appropriate for dismissal, the employee would be terminated.

All action deemed appropriate for dismissal must be documented in writing and the staff member must be afforded the opportunity to defend themselves before the Lead Pastor, supervisor, and Personnel Committee.

6.11 RESIGNATION

6.11.1 Ministerial Staff

Lead Pastor: See Art III, Sec 2, # 3, page 9 of the By-Laws.

Pastors: See Art II, Sec 9, # 2, page 13 of the By-Laws.

6.11.2 Administrative Staff

Should a member of the administrative staff decide to leave the church's employment, they must notify their supervisor and the Lead Pastor in writing. It is requested that an employee give at least two weeks' notice. Failure to do so will result in forfeiting any benefits or compensation previously entitled to that employee.

6.12 LAYOFF

A layoff is a termination of employment that results from any change in circumstances which necessitates a reduction in staff. The Personnel Committee, in consultation with the Lead Pastor, will determine when a layoff should occur.

6.13 EXIT INTERVIEW

An exit interview will be conducted with all employees leaving service at MPBC by the Personnel Committee. All church property must be returned (i.e. computer, keys, credit cards, property, tools, etc.) **prior to** making arrangements to issue the employee's final paycheck. Employees who leave employment of the church, regardless of circumstances, without having completed 12 months of continuous employment, will forfeit all paid time off accrued. Employees who are terminated, regardless of length of service, are not entitled to compensation, monetary or otherwise for paid time off accrued. This includes unused vacation time and sick pay accrued under previous compensation and benefits policy (see Grandfather Clause in Paid/Unpaid Time Off section below).

7 SALARY AND WAGE POLICY

7.1 INTRODUCTION

MPBC assigns pay scale and salary range based on the duties and responsibilities of each job as detailed in the job description. The pay scales are representative of prevailing rates in the community and in other churches, the nature and scope of each job, and the relationship of job responsibility among all classifications and categories of positions of church service. In order to ensure that the church's salary and wage plan remains competitive and fair, a periodic review of the plan will be conducted. Approved salary within a pay grade scale can be based on several factors including education, performance, length of service, and work experience.

Your salary, like your personnel records, is a confidential matter between you and your supervisor and should not be discussed with other employees or unauthorized individuals.

If you have questions concerning your pay or benefits, please consult your supervisor or the Lead Pastor.

Questions of salary, benefits or other compensation from the congregation at-large will be forwarded to the Chairperson of the Personnel Committee for response and/or action. Employees will not discuss salary, benefits or other compensation with any member of the congregation without express permission from the Chairperson of the Personnel Committee.

7.2 OVERTIME PAY

Ministerial and qualified Executive staff are exempt from provisions in the federal Wage and Labor Law and are not authorized overtime pay.

The church generally does not approve overtime pay due to budgetary considerations. In rare circumstances, however, overtime pay shall be paid to Full-Time Non-Exempt Employees who work more than 40 hours per week, upon prior written approval of the Lead Pastor. Hourly employees shall be paid one and one-half (1½) times their hourly rate.

7.3 PAYROLL DEDUCTIONS AND GARNISHMENTS

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following:

- Federal Income Tax Withholding
- Social Security (FICA), (Ministerial staff SECA option will be honored)
- Other items (i.e. group health care, life insurance premiums, etc.) designated by the employees in writing as approved by the church

At the end of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) Form. This statement summarizes your income and deductions for the year. If you have any questions regarding those deductions, please contact the Financial Director.

As required by law, the church is required to honor legal garnishments of employees' wages. The church will notify the applicable employee of any garnishment notice received by the church.

7.4 PAYDAYS AND TIME SHEETS

All employees are paid every two weeks. As a matter of policy, the church does not provide paychecks in advance and the cashing of employee paychecks is not allowed from church funds.

Nonexempt employees are to maintain and complete timesheets with the cutoff time being the end of the business day Monday before payday. Accurate reporting of actual hours worked is the employee's responsibility, in coordination with the employee's supervisor. Failure to turn in timesheets on a timely basis may result in a delay in pay. Full-time employees are limited to forty (40) hours per workweek without prior approval from their supervisor.

7.5 DIRECT DEPOSIT

The church encourages its employees to have their paychecks automatically deposited to a bank checking account, savings account, or both on payday. This service is provided at no charge to the employee. Those employees who opt out may not receive their paychecks in as timely a manner as those who choose direct deposit due to the additional time and administrative cost to print a paper check.

Those employees who enroll in a direct deposit program will be provided a paper copy of their initial paycheck, but thereafter will only receive an electronic copy.

7.6 LOST AND FINAL PAYCHECKS

Employees must report checks lost or otherwise missing to the Finance Director immediately so that a stop-payment order may be initiated. The Finance Director will determine when a replacement check can be issued. The employee will be responsible for reimbursing the church for the stop-payment fee charged by the bank.

The final paycheck for employees who voluntarily resign will be available under the normal payroll cycle.

The final payment for involuntarily terminated employees will be prepared in advance and will be issued to the employee, under most circumstances, after the exit interview has been successfully completed.

7.7 ELIGIBILITY FOR SALARY REVIEW

Periodic salary increases are not guaranteed to any employee. Except in rare instances, increases, if provided, will be awarded on an annual basis. In order to be considered for an increase, an employee must have completed at least six (6) months of service. Salary is based on performance evaluations, modified position descriptions, length of service, and cost of living adjustments. The Personnel Committee, in consultation with the Budget and Finance Committee, reviews and approves compensation.

7.8 CATASTROPHIC EVENT POLICY

In the event that the church office must be closed, full or partial work day, or a late opening due to an actual or potential catastrophic event, (example: tornado, hurricane, or blizzard), the following policy shall be followed:

All employees will be paid for those days that the church office is officially closed and for which they were previously scheduled to work.

Upon the church office reopening, any full or part-time employee not able to return to work may choose to use Annual Leave accrued or Flex Days, if available, to make up the lost hours. Any employee who cannot return to work must notify their supervisor and should notify the Finance Director if they wish to use Annual Leave off to make up lost hours of work.

Every attempt will be made to keep employees posted on the status of the church office. Employees should make every effort to determine when the church office will be re-opened.

Should a full or part-time employee be asked to come to work while the church office is still closed, the employee will be paid for the hours worked.

8 EMPLOYEE BENEFITS AND SERVICES

8.1 GENERAL PROVISIONS AND APPLICATIONS

MPBC is committed to provide fair and equitable benefits for its employees and employees should recognize that the total cost to provide the benefit program described herein is a significant supplement to each employee's pay. As such, employees are encouraged to make full use of those benefits for which they are eligible.

Benefit costs have risen sharply over the years, particularly in the area of insurance plans. These include such mandatory benefit plans as Worker's Compensation insurance and Social Security, whose rates are controlled by law rather than competitive insurance providers.

Discretionary benefits are those selected and controlled by the church based on cost, operational efficiency, and desirability of benefit provision. Where costs of discretionary insurance benefit plans exceed the church's interests, ability, or willingness to pay the full premium rate to maintain the benefit, employees may be required to share in the cost to continue the insurance plan coverage.

The following provides a general summary and description of the available benefits offered by the church. A detailed description of medical, pension and other benefits are contained in various plan documents that are available from the Personnel Committee, or their designee, for review. **The benefit descriptions below are not intended to form a contract, either express or implied. In the event of a conflict in language or interpretation between official plan documents and the summaries in this policy, the terms of the official plan document will control.** The church also reserves the right to add, eliminate, or in other ways modify any discretionary benefits described herein and when it is deemed in the church's best interest to do so. Under most circumstances, there will be ample opportunity to provide employees with advance notice of such modifications, and to consider the effect of the decision.

8.2 SOCIAL SECURITY (FICA/SECA)

Employees and the church are required to contribute toward Federal Social Security benefits from the first day of employment unless, as an ordained minister, they have applied for and received government-approved exemption. The amount deducted from an employee's wages is considered a Social Security tax and is used, together with the church's contribution, to fund benefits. Full-time employees need not apply for this benefit or payroll deduction, as it is automatically assessed by the church.

Both the employee's and the church's contribution rates are established by law and represent a percentage of earnings. Social Security provides four basic benefit provisions consisting of retirement income, disability income, death benefit, and retirement health care. Eligibility varies among the benefits, and entitlements are subject to individual circumstances too detailed for explanation here. Booklets explaining these details are available at your nearest Social Security office.

8.3 WORKER'S COMPENSATION

MPBC pays the entire amount of the Worker's Compensation insurance premium that provides benefits to employees who experience injury or illness in connection with church employment. This insurance provides medical, surgical, and hospital treatment in addition to loss of earnings that result from work-related injuries. Eligibility automatically begins on the first day of employment. Benefit entitlements are governed by state law.

If you are injured while working, report it to your supervisor immediately, regardless of how minor the injury may be. Failure to do so may affect eligibility for benefit payments. If you have any questions regarding the Worker's Compensation insurance program, contact the Finance Director.

MPBC and its insurance carrier shall not be responsible for the payment of worker's compensation benefits for any injury which results from an employee's voluntary participation in any off-duty recreational, social, or athletic activity which is not part of the employee's work-related duties.

8.4 UNEMPLOYMENT INSURANCE

The church, as a tax-exempt §501(c)(3) corporation, is exempt from mandatory participation in the State and Federal Unemployment Insurance programs and has not elected to voluntarily participate in these programs. **Therefore, there are no unemployment insurance funds available through either the State or Federal program to former employees of the church.**

8.5 MEDICAL INSURANCE

Medical insurance *may be* available, for regular full-time employees who work at least thirty (30) hours per week as stipulated in the individual employment contract, and may include the families of pastoral and executive staff members.

Medical insurance benefits are not guaranteed and are only available to those who qualify for coverage with the church's established insurance carrier.

Administrative staff members may purchase coverage for themselves and their families by payment of the additional premium, which will be deducted from each paycheck.

If for any reason an employee or their family member is deemed uninsurable by the church's insurance carrier, the church is not responsible for providing coverage with another carrier. The church will make every responsible effort to assist denied employees in finding a comparable plan at the same cost or less.

NOTE: MPBC's medical insurance plan is a "church plan" expressly exempt from mandatory continued health coverage for terminated employees under the Consolidated Omnibus Budget Reconciliation Act ("COBRA").

8.6 DENTAL INSURANCE

The church does not provide dental insurance. However, employees are eligible to participate in a dental plan offered through our insurance carrier. All premiums for dental insurance will be paid by the employee through a payroll deduction in each paycheck.

8.7 LIFE INSURANCE

The church *may provide* life insurance in the amount of \$25,000 for all full-time staff and to pastoral staff at three (3) times their annual salary up to a maximum of \$500,000. The exact amount of the benefit may be requested from the Finance Director. Other staff members may purchase coverage for their families by payment of the additional premium, deducted from each paycheck.

8.8 DISABILITY INSURANCE

Long-term disability insurance is provided for all ministerial and executive staff members that qualify.

8.9 RETIREMENT

Retirement benefits are provided to all pastoral staff through *Guidestone Financial Services* © of the SBC, beginning at a rate of 5% of base pay for ordained ministerial staff. Exact amount of retirement benefits provided will be provided to the staff member in writing and a copy will be maintained in the employees personnel file.

Non-ordained staff may contribute into the program on their own behalf up to the maximum provided by law.

8.10 MINISTER'S HOUSING ALLOWANCE

Section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from gross income a church-designed housing allowance paid to the Pastor as part of the Pastor's compensation to the extent used by the Pastor for actual expenses incurred in owning or renting a home.

Generally, housing related expenses would include rent, mortgage payments, utilities, repairs, and other expenses directly relating to providing a home. If the Pastor owns a home, the amount excluded from his gross income as a housing allowance is limited to the lesser of the following: a) the amount actually used to provide a home, b) the amount officially designated as a housing allowance, or c) the fair rental value of the home. Tax regulations require the Pastor's Church or other qualified organization to designate the housing allowance pursuant to official action taken in advance of payment.

Pastors who qualify for a housing allowance will submit the allocation information to the Personnel Committee in writing for approval as needed. The burden of proof for the actual use of the Pastor's housing allowance always rests with the Pastor and is not the responsibility of the Church.

Pastors are encouraged to amend their housing allowances during the year if any of the following circumstances may arise:

- The Pastor purchases a new or more expensive home;
- The Pastor sells a home;
- Major remodeling to his home; or
- Purchases of new furnishings or appliances.

8.11 PAID/UNPAID TIME OFF

8.11.1 Annual Leave and Sick Leave Policy Overview

An employee must work a minimum of twenty (20) hours per week, forty (40) hours per pay period, to qualify for accrual of paid time off.

Annual Leave (AL) and Sick Leave (SL) accrual as described in the sections immediately following is in addition to the nine (9) recognized, paid holidays in the Holiday Policy section below, and the three (3) floating personal days in the Floating Personal Days section below.

Hours accrued under this policy may be used at the discretion of the individual employee within the guidelines detailed in this manual.

All employees meeting minimum qualifications for AL/SL accrual as defined above will earn AL and SL in accordance with the following table:

	Annual Leave		Sick Leave		Total (AL + SL) per year
	hrs/pp	hrs/yr	hrs/pp	hrs/yr	
0-5 years	3.08	80	1.54	40	120
6-10 years	4.62	120	2.31	60	180
11+ years	6.15	160	3.08	80	240

NOTE: Table is calculated using a 40-hour workweek. Employees working less than 40-hours per week will receive the hours/pay period that corresponds to the hours actually worked. For example, a 20-hour per week employee with 4 years of service would receive 1.54 hours AL ($3.08 * 0.5$) and 0.77 hours SL ($1.54 * 0.5$) each pay period.

8.11.2 Annual Leave Policy

Annual Leave (AL) should be planned as far in advance as possible to reduce the potential for denial and/or loss due to carry over in excess of allowed. Requests for AL exceeding one (1) week should be submitted to the immediate supervisor a minimum of thirty (30) days in advance. AL under one (1) week should be requested and approved by the immediate supervisor with as much lead time as possible to ensure coverage of church ministries and activities.

An employee may carry over no more than one hundred twenty (120) hours of AL from one year to the next. When an employee has earned more than one hundred twenty (120) hours of AL, they must ensure they take AL within the calendar year the hours were carried over or risk forfeiture of AL accrued.

Employees will not be compensated in-lieu of time off for AL lost due to carry-over of more than one hundred twenty (120) hours.

***Note:** the only approved exception to this policy is explained in the section titled "Grandfather Clause."

8.11.3 Sick Leave Policy

To qualify for Sick Leave (SL) accrual, an employee must meet the minimum qualifications for AL accrual defined in Sec 8.11.2 above. SL will accrue at a rate of one-half (1/2) the AL accrued for each individual employee. For example, if an employee based on hours worked accrues eight (8) hours of AL in a pay period, four (4) hours of SL will also accrue.

These hours are granted on the first workday of each month, beginning with the first full month following the first date of employment. Part-time employees are eligible for unpaid sick hours or can make-up hours missed later in the workweek, at their supervisor's discretion.

The balance of unused, accrued SL can be carried over to the next year, up to a maximum of 240 hours. Accumulation in excess of 240 hours as of January 1st of each year shall be forfeited without compensation.

Employees may request permission to use sick hours before they are accrued, subject to their supervisor's approval.

Sick hours may be used for the following purposes:

- personal health-related needs
- immediate family health-related needs
- extended family health-related needs with prior approval from the immediate supervisor
- FMLA leave
- Bereavement Leave

MPBC defines "immediate family" as parents, children, siblings, spouse, and dependents. We define "extended family" as immediate family plus grandparents, grandchildren, spouse's parents, and the spouse of an extended family member.

If an employee works for any part of a calendar month, sick hours accrue for the entire month.

Unused, accrued sick hours will not be paid out upon employment termination.

Staff members unable to work due to illness must notify their immediate supervisors as soon as possible after the onset of the illness. It is the individual employee's responsibility to ensure any SL used is recorded accurately immediately upon return to work.

***Note:** the only approved exception to this policy is explained in the section titled "Grandfather Clause."

8.11.4 Procedure for Requesting Annual and Sick Leave

Except for sickness or emergencies, AL and SL should be planned as far in advance as possible to reduce the impact to church function and prevent possible denial of time off. Employees may be given their choice of leave time when it does not negatively affect the daily operation of the Church. Conflicts will be resolved by the immediate supervisor.

All AL or SL more than one (1) week in length must be requested and approved by immediate supervisor thirty (30) days or more from the start of the leave. AL/SL under one (1) week will be coordinated with the employee's supervisor with as much advanced notice as possible to ensure church ministries and events are fully covered, and approval is at the discretion of the immediate supervisor.

If scheduled AL or SL includes an approved holiday, the holiday will be paid based on the holiday policy in this manual.

Request for an extension of AL or SL for emergency circumstances should be made with the immediate supervisor as soon as possible. Deduction from salary will be made when leave or floating personal days are unavailable.

The Personnel Chair is to be made aware of all pastoral vacations at least two (2) weeks in advance.

Pastoral staff leave, regardless of purpose will be coordinated so that a pastor is always available to the church.

8.11.5 Employees who Depart Church Service

Upon leaving the church's service, employees may be paid at their prevailing rate for earned but unused AL, provided they give two weeks prior written notice or are not being terminated by the church.

Employees who leave the employment of the church, regardless of circumstance, without having completed twelve (12) months of continuous service and/or employees who are terminated by the church, regardless of length of service, are not entitled to AL pay. SL accrued will not be paid to an employee who leaves the service of the church regardless of reason.

8.12 “GRANDFATHER CLAUSE”

Pastoral and administrative staff employed at MPBC at the time of publication of this manual will retain all time off, to include vacation time, sick time and other compensatory hours accrued under the previous policy. Effective the approval date of this manual, accrual under the previous policy will end and accrual of AL and SL based on the policy detailed here will begin.

AL and SL accrued under the previous policy will be tracked separately and must be exhausted prior to use of AL/SL accrued under the new policy until the all “grandfathered” time off is exhausted. The “Grandfather Clause” in no way supersedes the max allowed accrual under the new policy in accordance with paragraph 8.11.2 above. Questions should be directed to the employees' immediate supervisor.

8.13 HOLIDAYS

The church offices and buildings are closed on the following days but are subject to change by Leadership:

- New Year's Day
- Memorial Day
- Good Friday (due to MPBC being closed on Friday's, if an employee supports Good Friday ministry activities, time off in-kind will be given at the discretion of the Lead Pastor or supervisor)
- Independence Day

- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve Day

All full-time employees will receive holiday pay for the above listed days unless the holiday falls on a day the church is closed. All part-time employees, working at least twenty (20) hours per week, will receive holiday pay if they are normally scheduled to work the day on which a holiday falls at a rate of the hours they would have worked that day.

Church closure schedule during the Christmas Season, and any other holiday as appropriate, will be established by the Lead Pastor and approved by the Personnel Committee. The closure schedule will be published in the church bulletin and on the church bulletin board for reference by the entire congregation with as much advanced notice as feasible. The Lead Pastor is responsible for ensuring support for any event or activity scheduled during the closure.

8.14 FLOATING PERSONAL DAYS

In order to provide maximum flexibility to employees and supervisors, and to better support the ministry of MPBC, all employees, full and part-time, will receive three (3) paid floating personal days each year. Management and use of the paid floating personal days will be by coordination between the employee and supervisor. Supervisors will ensure that the paid floating personal days do not interfere with church functions or ministry that would normally be supported by the employee. All three (3) paid floating personal days are given at the discretion of MPBC and must be used within the calendar year they are granted. Failure to use them by December 31st of the year granted will result in forfeiture of the remaining days and no compensation in-kind will be given to the employee.

8.15 OTHER PERSONAL TIME OFF

8.15.1 Other Personal Time Off Overview

Except as outlined in each category of other personal time off in the section below, employees will exhaust all AL, SL and Personal Floating Days before beginning unpaid time off.

8.15.2 Bereavement

After completion of six (6) months of employment, regular full-time or regular part-time staff members are entitled up to three (3) days off with pay in the case of the death of an immediate family member if the funeral is local. If the employee has to travel out of town, five (5) days will be granted. Immediate family is defined as spouse, child, parent, brother, sister, brother-in-law, sister-in-law, parent-in-law, and grandparent. Additional days off will be granted at the discretion of the immediate supervisor.

Your supervisor must be contacted promptly if a death in the immediate family occurs and will furnish any necessary information for payroll purposes. The supervisor may extend the number of allowable days off, depending upon circumstances.

Bereavement leave will not accrue or accumulate, nor be paid if unused at year-end or upon termination of employment. Hourly pay will be computed at the employee's regular rate to a maximum of eight (8) hours for one day. Bereavement leave pay will not be considered time worked for the purposes of computed overtime pay.

8.15.3 Family Medical Leave Act (FMLA)

Based on the size of the MPBC staff, the church is not subject to the Family Medical Leave Act (FMLA) of 1993. However, MPBC is committed to the care and welfare of church employees and will grant unpaid family and medical leave at the discretion of the Lead Pastor under the following conditions:

- **Eligibility.** Employees must be employed by MPBC at least twelve (12) months before the date when the leave would begin unless granted an exception by the Personnel Committee in consultation with the Lead Pastor.
- **Type of Leave Covered.** In order to be granted unpaid leave under this policy, the employee must be taking the leave for one of the following reasons:
 - The birth of a child and in order to care for that child
 - The placement of a child for adoption or foster care
 - To care for a spouse, child, or parent (not in-laws) with a serious health condition
 - The serious health condition of the employee
 - Caring for military dependents that are injured or become sick in the line of duty
- **Notice Requirements.** Employees are required to provide thirty (30) days' notice of the need for leave for the birth or placement of a child or planned medical treatment. In cases where an employee cannot provide thirty (30) days' advance notice, notice is to be provided as soon as practicable (this means at least verbal notice to supervisor within one or two business days of learning of the need to take leave). In addition, the employee is required to make a reasonable effort to schedule leave for planned medical treatment so as not to unduly disrupt church operations, subject to the approval of the health care provider.
- **Employee Benefits.**
 - If an employee is authorized any category of benefits normally paid by the church, MPBC will maintain the same paid coverage for the period of the leave.
 - If an employee is paying all or part of a church sponsored plan while on an unpaid leave, employees will need to make arrangements with MPBC to pay their portion of any benefit premiums or coverage will lapse in accordance with benefit terms and conditions.
 - Benefits (e.g., AL, SL) will not accrue during unpaid leave unless the employee works for part of each pay period.
 - Any sick leave accrued under the current Annual Leave and Sick Leave policy, and any Sick Leave accrued by the employee prior to approval of this policy (see Section 8.12 'Grandfather' Clause for details) must be exhausted before unpaid leave begins.

- **Returning to Work.** Upon return to MPBC from unpaid leave, employees will be restored to their former position with the same rights, benefits, pay, and other terms and conditions existing prior to the leave, or to an equivalent position with equivalent rights, benefits, pay, and other terms and conditions of employment.

8.15.4 Jury and Witness Duty

Staff members are encouraged to carry out their civic responsibility for jury or witness duty when called and may serve without loss of pay. Regular full-time or regular part-time staff will receive regular pay in addition to jury or witness fees. Notify supervisor of notice of call to jury duty or trial witness. Report for jury duty as required and advise your supervisor of the expected length of time to serve. If dismissed or excused early, you are expected to return immediately to church duties.

Upon completion of jury or trial witness duty, you must submit your jury duty attendance form to confirm to your supervisor the length of jury duty performed which will entitle you to be paid in addition to amounts paid to you by the court.

Jury duty time will not be considered time worked for purposes of computing overtime pay.

8.15.5 Military Leave

Employees who are required, as members of the National Guard or a reserve unit, to attend a training period not exceeding two (2) weeks will be granted the necessary time off. If the Service Member's active duty or training basic pay (less travel allowance and special pays) is less than that paid by MPBC, the individual will be paid the difference between that amount and their regular wages for that period. These employees must present a statement from the commanding officer as to the length of training and amount of compensation (less travel allowance) received for the period of training. Otherwise, if there is an active call-up of staff members who are reservists or National Guard members, the USERRA provisions will apply. In the event such a call-up takes place, the Lead Pastor will be available to assist staff members and their families with the requirements and options available. Employees returning from active military service are entitled to reinstatement and other required rights in accordance with federal and state law.

8.15.6 Worker's Compensation Leave

A leave of absence will be granted whenever there is a work-related illness or injury. The church will comply with all applicable state and federal laws concerning leave time for work-related illness or injury. The church's insurance agent will be called upon to assist staff in all workers' compensation matters. Employees on work-related illness or injury leaves will be reviewed on a case-by-case basis.

8.15.7 Leave of Absence

Employees may request, subject to the sole discretionary approval of the Lead Pastor and Personnel Committee, a leave of absence without pay or employment benefits for a period not to exceed six (6) months. Requests for a leave of absence should be submitted in writing to the supervisor as far in advance of the anticipated leave date as possible. The leave request must be dated, signed by the employee, and state the reasons, circumstance, duration, and location of the employee during leave. The supervisor will submit his or her

recommendation to the Lead Pastor, who will present the request for review to the Personnel Committee. Extensions of an initial leave of absence must follow the same procedure.

The Lead Pastor will submit such a request for his leave of absence to the Personnel Committee, who will determine details of his leave of absence.

During a leave of absence, employees will be responsible for either maintaining or discontinuing any employment-related discretionary insurance benefits.

Upon expiration of a leave of absence, the employee may be reinstated in the position held, or an equivalent one, at the time leave was granted if such a position is available. **However, there is no absolute guarantee of employment to an employee who takes a personal leave of absence upon returning from that leave.** An employee who fails to report promptly for work at the expiration of a leave of absence, or who applies for and receives unemployment insurance while on leave, will be considered to have voluntarily resigned.

8.15.8 Special Conferences, Meetings, Revivals, and Missions

Professional staff may be awarded, in addition to AL and SL, additional time away for purposes of participating in opportunities for self-improvement, and teaching/preaching away from the church in activities not related to their regular ministry responsibility (i.e., youth camps, retreats, church sponsored missions trips, etc.). The standard time away per year for this purpose is:

- **Self-improvement conferences and seminars:** one week (as approved and within travel allowance schedule).
- **Teaching/preaching meetings, revivals, etc.:** one week (as approved and at employees own expense, except for Pastor representing MPBC).
- **Other Baptist Conventions:** one week at either a national and state conventions or conferences, as assigned and within travel allowance schedule.

Other support staff may be awarded up to one (1) week of paid time away per year for self-improvement conferences and seminars related to their work, or church sponsored mission trips, as approved by their supervisor, after one (1) year of employment. Time away for missions work will only be granted for missions sponsored by MPBC.

The above activities must be requested in writing and approved in advance by the appropriate supervisor and Lead Pastor.

Staff must take care that such participation does not unfavorably impact the performance of their duties at MPBC. It is the employee's responsibility to see that all duties are properly handled, and if not, to reschedule or cancel the time away. Attendance at such activities should be scheduled to allow sufficient time to lapse between absences to provide continuity of activities.

Authorized travel expenses of the staff member will be reimbursed by the church at current IRS recognized allowance for mileage for personal automobile or at actual transportation cost, actual meal expenses, actual cost of lodging, and registration fees, up to the maximum

amounts per the travel policy in effect at the time. Participation should be planned before the calendar year of the event so that the expense can be included in the annual church budget.

8.15.9 Sabbatical Leave

The Lead Pastor is eligible for a one (1) month sabbatical leave after the completion of five (5) years of continuous service, and for each five (5) years thereafter. Other professional staff members are eligible for a one (1) month sabbatical leave after the completion of seven (7) years of continuous service, and for each five (5) years thereafter. Sabbatical leave is for the purpose of renewal, refreshment, and self-study, and must be approved by the Lead Pastor and the Personnel Committee. The level of compensation during the leave is at the discretion of the Personnel Committee under recommendation from the Lead Pastor.

Sabbatical leaves do not accumulate, and must be taken within six (6) months of their accrual, unless deferment is expressly authorized by the Lead Pastor, or Personnel Committee in the case of the Lead Pastor. Sabbaticals will not be authorized within one (1) year of planned retirement.

8.15.10 Administrative Leave

An administrative leave may be given to an employee who has been accused or named in an allegation that needs to be investigated. Such leave can promote peace and harmony by temporarily separating the accused employee from his or her work environment while the employer performs the investigation. The leave can also assist the employee physically, emotionally and spiritually, especially in a conflicted situation. All administrative leave must be approved by the Personnel Committee.

9 STANDARDS OF CONDUCT

9.1 CONFLICT OF INTEREST/NO SOLICITATION

Employees will not initiate, approve, or participate in purchases from a vendor or service provider in which the employee or a member of his family has a financial interest, without prior full disclosure to and approval by the Personnel and Finance and Budget Committees.

Employees will not accept employment, payment, gifts, tips, gratuities or kick-backs which would give the appearance of a conflict of interest or reflect negatively on MPBC or the ministries of the church.

The church respects employee's activities outside their employment which are moral, private in nature, and which in no way conflict with or reflect adversely upon the church. Every employee is expected to devote their full time and ability to the church and not to engage in outside interests while at work.

If a conflict of interest situation should develop or an employee has any doubts, the matter should be discussed with his/her supervisor. An Acknowledgment of Gifts form has been provided at Annex A for any gift, etc., that may be in conflict with the above. The Lead Pastor and/or the Personnel Committee have final authority on matters dealing with the above.

9.2 COPYRIGHTABLE WORKS

In the event an agreement is reached between MPBC and a paid member of the staff regarding individual work that could be considered copyrightable, the following guidelines will apply:

1. The first end users of all created materials would be the ministries of MPBC.
2. All creations remain the intellectual property of the creator. If the determination is made by said creator that what has been created would be developed for mass production at a 100% profit to the creator it will be done outside of the church and on his/her personal time.
3. The church will not incur any expenses for newly developed material that we would use during his/her tenure at MPBC.

Any agreement between MPBC and an individual employee regarding copyrightable work will be recorded in writing in detail enough to identify the copyrightable work. The written document will be signed by both parties with the individual maintaining one copy and the church maintaining a copy of the signed document on file.

9.3 DISCIPLINARY CONDITIONS

It is the policy of MPBC to maintain a harmonious, pleasant, and positive work-place environment, and thereby make work relations an enjoyable experience for all. It is believed that this objective can best be achieved by establishing specific standards of undesired conduct that are likely to result in disciplinary action, and to make them known openly and frequently to employees.

Examples of misconduct and unsatisfactory performance that may result in disciplinary action and/or termination:

1. Conduct or activities which are considered immoral, unethical, and/or in opposition with the church's Constitution and Statement of Faith.
2. Destruction of, damage to, or unauthorized removal of MPBC property or personal property of others.
3. Inefficient or careless performance of job responsibilities or inability to perform duties successfully.
4. Failure to promptly report a work-related injury or accident.
5. Negligence or any action that results in injury to another employee, self, church member, or visitor, or that endangers the health or safety of others.
6. Intentional falsification of records required in the transaction of the Church ministries or business, including payroll and employment records.
7. Marking or signing the timesheet of another employee or knowingly allowing another employee to mark or sign one's timesheet.
8. Irregular attendance: repeated tardiness, unreported or unexcused absence, or overstaying a leave of absence without written authorization.
9. Insubordination, including refusal or failure to perform assigned work or to follow instructions of authorized personnel; rude or discourteous conduct.
10. Possessing or being under the influence of alcohol, narcotics, or illegal or illicit drugs.
11. Gambling.
12. Sleeping while on duty.
13. Fighting.
14. Making malicious, false, or derogatory statements that may damage the integrity or reputation of MPBC, its ministry, or its employees.
15. Misrepresentation or withholding of pertinent facts in securing employment.
16. Excessive and/or improper personal use of church telephones.
17. Abuse of break times and lunch periods.
18. Accepting gratuities or tips.
19. Distributing or posting information that is detrimental or in conflict with the general interest and beliefs of the church.
20. Divulging confidential church information to unauthorized persons.
21. Violation of the church's Computer, Email, and Internet Use Policy

22. Use of church vehicles without prior approval, or unlawful operation of said vehicle.
23. Possession, display, or use of explosives, firearms, or other dangerous weapons while on duty or on church property.
24. Encouraging or engaging in any work stoppage, slowdown, walkout, cessation of work, or any other activity designed to restrict or delay the ministry, operation, and services offered by the church.
25. Directly or indirectly, either for one's personal benefit or for the benefit of any other person or organization, revealing any confidential church or employee information.
26. Discriminatory or harassing conduct or actions against any other person. Violation of any policy, rule, procedure, or practice established by the church.
27. Immoral conduct or theft will result in immediate termination, smoking on the premises, and/or profanity.
28. Contributing to or causing disharmony.
29. Violation of any law adversely affecting the Church, or conviction in court of any crime which may cause the employee to be regarded as unsuitable for continued employment.

9.4 TYPES OF PROGRESSION OF DISCIPLINARY ACTION

Depending on the nature and circumstances of an incident, discipline will normally be progressive and bear a reasonable relationship to the violation. The types of discipline that may occur are as follows in general order of seriousness:

1. **Verbal Reprimand.** A verbal statement by the supervisor to the employee, usually pointing out an unsatisfactory element of job performance, is intended to be corrective or cautionary. A verbal reprimand informally defines the area of needed improvement, sets up goals for the achievement of improvement, and informs the employee that failure to improve may result in more serious actions. Notice of a verbal reprimand will be documented and placed in the employee's personnel file, and shall be signed by the employee and supervisor.
2. **Written Reprimand.** The written reprimand is issued by the supervisor with the approval of the Lead Pastor. A written reprimand formally defines the area of needed improvement, sets goals for achievement of improvement of defined issues, and informs the employee that failure to improve within a reasonable length of time as determined by the supervisor, may result in suspension. A signed copy is sent to the Lead Pastor for placement in the employee's personnel file.
3. **Suspension or Termination.** Employees should be aware that their employment relationship with MPBC is based on the condition of mutual consent to continue the relationship between the employee and the church. Therefore, the employee or the church, unless bound by a written agreement, is free to suspend or terminate the employment relationship at will, with or without cause, and at any time. Recommendations

to suspend or terminate an employee are to be made to the Lead Pastor and will be approved by the Personnel Committee.

9.5 OFF-DUTY CONDUCT

Generally, MPBC regards the off duty activities of employees to be their own personal matter. However, certain types of off-duty activities by employees represent the potential for concern to the church. Employees who engage in or are associated with, illegal, immoral, or harmful conduct which adversely affects or is in conflict with the standards and moral doctrine held by MPBC and affects the employee's ability or credibility to carry out their employment responsibilities, may be subject to disciplinary action including immediate termination.

9.6 CHURCH PARTICIPATION

MPBC places a high value on employees cultivating a growing relationship with Jesus Christ. Active participation in a local church is a vital part of a growing relationship with Jesus Christ. Therefore, we expect our employees to be actively engaged in the life, ministry, and work of a local church. Any employees who are not active members at MPBC may be asked to verify active, regular, consistent participation in the life, work, and ministry of their local church.

9.7 PERSONAL APPEARANCE STANDARDS

Employees are expected to present themselves during working hours in attire that is modest and appropriate to their position and the nature of work performed. Employees having personal contact with visitors and church members should be particularly conscious of maintaining dress, grooming, and hygiene standards. They represent their ministry area and the image desired by and consistent with the doctrine of the church.

Employees who are in doubt, or have questions about the specific personal appearance standards in their work unit, should consult with their supervisor. Any employee who appears for work in a manner that does not conform to church standards may be required to return home to correct the situation, and the period of absence will be treated as unpaid leave.

9.8 PERSONALLY OWNED PROPERTY

The church recommends against employees bringing large sums of money, jewelry, personal electronics, or other items of value to work. The church cannot be responsible for employee personal property that is lost, damaged, stolen, or destroyed while located on the church grounds. The church can assume no responsibility nor, as a rule, the church's insurance company will not cover lost or stolen personal property.

Further, employees will park only in designated areas and at their own risk. The church will not be responsible for theft or damage to any vehicle parked on or near church grounds. The church will not be responsible for personal property left in vehicles that is lost, damaged, stolen or destroyed.

9.9 ISSUANCE AND USE OF CHURCH PROPERTY AND EQUIPMENT

Any church-owned property and/or equipment, including items personally issued to an employee to perform their jobs (e.g. keys, credit cards, laptop computers, cellular phones, etc.) remain the property of MPBC. It is the employee's responsibility that this property be used solely by the issued employee for church-related business within the guidelines of this policy manual. Personally-issued items will be recorded in the employee's personnel file and must be returned to the church at the time of the employee's separation or their final paycheck will be held until all items have been returned.

The personal use of church office equipment should be limited to breaks or non-business hours. This personal use should not interfere with the responsibilities and performance of one's job. Employees are expected to use good judgment and common sense when it comes to personal use of office equipment.

9.10 WORK FOR HIRE DOCTRINE

As an employee of the Church, any intellectual property work done for the Church is "for hire" and that all intellectual property created and generated while employed with MPBC will be and continue to remain church-owned property (i.e. sermons, books, booklets, teachings, recordings, devotionals, training materials, forms, programs, and other material protected by church copyright and trademark). Any transfer of the church's ownership in such intellectual property works will be on a case-by-case basis at the sole discretion of the Personnel Committee with consultation of the Church's legal counsel and evidenced in writing signed by both parties.

9.11 ALCOHOL, TOBACCO, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES

The church wants to create a safe, healthy, drug- and smoke-free environment for its employees and guests. To promote this goal, employees are required to report to work in an appropriate mental and physical condition to perform their duties in a satisfactory manner.

The use, sale, transfer, possession, or being "under the influence" of alcohol, illegal drugs, or controlled substances while on duty, on church property, or in church vehicles is prohibited. In addition, illegal off-duty conduct that may adversely affect the church's reputation or interest is prohibited. "Under the influence," for purposes of this policy, is defined as being unable to perform work in a safe or productive manner and/or being in a physical or mental condition which creates a risk to the safety and well-being of the affected employee, other co-worker, the public, or church property. Violation of this policy may result in disciplinary action, including but not limited to, termination. The church reserves the right to require a drug test as part of a performance improvement plan (PIP) if drug use is suspected.

Smoking of tobacco is prohibited within the church building or on church grounds.

9.12 CONFIDENTIALITY

During the course of your employment with MPBC, you may have access to information of a highly sensitive and confidential nature. This information will be contained in church records, correspondence with church members and others, inter-office memoranda, conversations, and other similar documents. As an employee of the church you are in a position of trust. You have an obligation to the church and to those persons to whom we minister to see that the confidentiality of this information is strictly maintained and protected. Disclosure of

confidential information compromises both you and the church and seriously erodes the confidence of others in our ministry. You may not disclose or duplicate or use this information except as required in the performance of your duties with the church. Failure to adhere to these standards may result in disciplinary action up to and including immediate termination. Queries by individuals concerning the operations of the church should be directed to the Lead Pastor, or his designee.

9.13 PUBLIC RELATIONS

The Lead Pastor will be the official spokesperson for the church in all matters of official comment. No employee will originate or release news concerning policies, doctrines, procedures, convictions, or finances of the church for use in any medium of communication without review and authorization by the Lead Pastor.

9.14 PERSONAL CALLS AND VISITORS

Church telephones are provided for church-related purposes and are a vital part of our ministry. Employees must keep personal calls and text messaging, whether on church or personal phones, brief and to a minimum during work hours. Employees are strongly encouraged to limit personal calls and text messages for lunch hour, scheduled breaks, and after working hours. Long distance calls are restricted to authorized business, except in an emergency and acceptance of collect calls are strictly prohibited.

Individual employees receiving visitors during work hours are personally responsible for the visitors conduct and safety for the length of the visit.

9.15 EMPLOYEE HEALTH AND SAFETY

The health and safety of employees and others on Church property are of utmost concern. It is therefore the policy of the Church to strive constantly for the highest possible level of safety in all activities and operations. We strive to carry out our commitment of compliance with all appropriate health and safety standards applicable to our ministries and organization. We do so by enlisting the help of all employees to ensure that public areas and work areas are free of hazardous conditions.

The Church will make every effort to provide working conditions that are healthy and safe, and employees are expected to be equally conscientious about work-place safety, including proper work methods, reporting potential hazards, and lessening observed hazards. Unsafe conditions in any work area or public area that might result in an accident should be reported immediately to your supervisor. The church's safety policy and practices will be strictly enforced, including possible termination of employees found to be willfully negligent in the safe performance of their jobs.

The church expects its employees to conduct themselves in a safe manner. Use good judgment and common sense in matters of safety, observe any safety rules posted in various areas, and follow all OSHA and state safety regulations.

When an employee is injured in connection with employment, regardless of the severity of the injury, the employee must immediately notify the supervisor, unless emergency conditions exist or notification is not practical. In such cases, it will then be the responsibility of the supervisor to seek necessary medical attention and complete required reports. In any case of serious injury, employees are to receive prompt and qualified medical attention followed by the filing of necessary reports. Should an injury prevent an employee from returning to work for more than two days, his or her supervisor will see that the Finance Office and the Worker's Compensation carrier notify the employee of employment benefits under that condition. If hospitalization is required by the injury, it is the employee's responsibility to notify the Group Health Plan carrier prior to or upon entrance into the hospital.

10 CHURCH COMPUTER, EMAIL, AND INTERNET USE POLICY

The church makes computers, church email, and internet network available to employees and others for the furtherance of its ministry. The church computer equipment and network resources will only be used in ways consistent with the ministry of the church. Computers will be used only in a manner that does not create a risk of legal liability to the church or the users. Therefore, the church has created this policy regarding church computer equipment and network resources and requires compliance with it by each user.

This policy may be revised by the church at any time and upon each user's receipt of the revisions or the policy as revised, he or she assumes the responsibility to carefully note the revisions and to comply with the policy as revised.

10.1 OWNERSHIP AND ACCESS

The information created on, stored in, sent from, or received by the computer equipment owned or used in the church's ministry belongs to the church and the church reserves the right to review, audit, intercept, access, monitor, sample, and disclose all such information. The church intends to exercise that right when it considers it useful to further its ministry or for other church purposes. Any information it obtains may be disclosed to any person, either within or outside of the church without the permission of the employee. **Thus, the confidentiality of any information created, stored, sent, or received using the church's computer equipment, email, or network resources should not be expected or assumed.** Employees expressly waive any right of privacy in anything he or she creates, stores, sends, or receives via email using the church's computer equipment, email system and/or network access. Even when information is deleted, it is still possible to retrieve and read it. Further, the use of passwords for security does not guarantee confidentiality.

MPBC reserves the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate or offensive.

10.2 PERSONAL USE

All computer equipment provided by the church exists for the sole purpose of helping the church to better accomplish its ministry objectives and is to be used for that purpose. The church is aware that there are times when users would like to use computer equipment for personal purposes and, provided that such use is minimal and in compliance with all other provisions of this policy, such personal use will be permitted. Like personal use of the church telephones, however, use of computer equipment for personal purposes must be minimal and, except in unusual circumstances, should be during breaks, after hours, or otherwise on the user's own time and at no cost to the church. Users must be aware that the authorization of minimal personal use of church computer equipment does not change the church's right to access, review, intercept, audit, monitor, sample and disclose all information created, sent or received on, or stored in, all computer equipment, as provided above, and does not give rise to any expectation of privacy.

10.3 PROHIBITIONS

The computer equipment available to users is to be used for the purpose of enhancing the ministry of the church and should not be used in any way which would detract from that ministry or create the risk of any legal liability to the user or the church. The church's policies on sexual and other types of harassment apply fully to the use of the church's computers, email, and internet network. Specifically, computer equipment and internet network may NOT be used to create, store, transmit, receive or otherwise communicate or access:

- Pornography or images, text or other information that contains pornographic or other sexually explicit materials (which terms, because of the nature of the church and its ministry, will be broadly construed), which prohibition shall include, but shall not be limited to, the creation, transmission, receipt, retrieval, viewing, or storage, of e-mail containing such materials, and accessing, retrieving, downloading, uploading, copying or viewing of such text, images or other information from the internet, World Wide Web, or any on-line service;
- Information that creates an atmosphere that is sexually or racially abusive;
- Information that is libelous, defamatory or abusive;
- Any message or other information that would violate any applicable federal or state laws, church rules or regulations, or any church policy; any message or other information that is unlawful or for an unlawful purpose;
- Any copyrighted materials or other information, or any trade secrets or other proprietary information or similar materials, in violation of law;
- Any e-mail or other information which the user knows or should know contains, or is likely to contain, a computer virus (e.g., a self-executing program) which corrupts the integrity of data or causes the loss of information to the recipient;
- Any message or other information which constitutes or is used for the purpose of spreading chain mail or other frivolous communications.

In general, users should be aware that, despite the simplicity of creating and communicating information by e-mail, e-mail is no less significant than letters, memoranda and other communications and that they should use the same care in creating and sending e-mail communications that they use in creating and sending such other communications on behalf of the church.

10.4 PERSONAL SOFTWARE

The use of personal software on church computer equipment is permitted only with the written approval of the Lead Pastor. Loading personal software is the number one means of introducing viruses into a computer network. Valid software licenses are required for all software loaded onto the church-computer network.

10.5 HOME-COMPUTER USE

Computer software purchased by the church is owned by the church and cannot be copied or installed on employee's and volunteer's home computers. Church documents, spreadsheets, or data cannot be loaded on any other computer not owned by the church without prior approval. All church computer data and information belongs to the church and should not be copied or given to any person or loaded onto any other computer.

10.6 VIOLATIONS

Each user who violates this policy or uses computer equipment for improper purposes shall be subject to the limitation or termination of his or her right to use the computer equipment. Any employee who violates this policy or uses computer equipment for improper purposes shall be subject to discipline, up to and including discharge. Members of the church who violate the policy may also be subject to other church discipline. Any user who discovers a violation of this policy is required to notify the pastor or other designated representative.

11 SOCIAL MEDIA POLICY

We at MPBC understand that social media is a fun, easy, and rewarding way to share your life, faith and personal opinions with family, friends and co-workers wherever they may be. However, the use of social media also presents certain risks and carries with it certain responsibilities, especially in relation to the church. To assist you, as a member of our Church family, in making responsible decisions about your use of social media, we have established some guidelines for appropriate social media use.

For purposes of this policy, social media includes all means of communicating or posting of information or content of any sort through electronic communications or on the Internet. This includes, but is not limited to, wikis, personal blogs, personal websites, social networking websites (i.e. Facebook, Twitter, Vimeo, Instagram), online bulletin boards or chat rooms, regardless of their association with MPBC.

11.1 CHURCH DOCTRINE APPLIES TO ONLINE ACTIVITY

The same principals and guidelines found in the church's Constitution and Statement of Faith apply equally to your online activities. Ultimately, the individual employee is solely responsible for what he or she posts on social media. Employees should use their best judgment when engaging in social media activities and should be on guard against actions and discussions that could harm the interests of our community, faith, or other persons. Any conduct that adversely affects other employees, members, attendees, or others who work for or on behalf of the church's legitimate business interests or violates the Constitution may result in disciplinary action up to and including termination.

11.2 SOCIAL MEDIA CONTENT

Church employees are expected to always be honest and accurate when posting information or news on social media. If a mistake is made, correct it as soon as possible and be honest about any correction, edit, or alteration to a previous post. Information or statements you know to be false about co-workers, church members, attendees or other related to the church or other churches should never be posted. Employees are reminded that online posts are permanent and the Internet archives almost everything. This means even deleted posts can still be searched and discovered.

11.3 PERSONAL OPINIONS

Employees should be aware that due to their affiliation with the church, any statements made through social media could be interpreted by others as a representation of the church, its beliefs, or its stance on a topic or issue. Employees who are not officially authorized to speak on the church's behalf should use a disclaimer stating that what you communicate is a personal opinion and not that of the church. An appropriate example would be: *This is my personal page and those opinions are my own and not those of MPBC.*

11.4 CHURCH SOCIAL MEDIA ACCOUNTS

The church website and social media accounts are property of MPBC. Only the Lead Pastor, or his designee, is authorized to use social media to speak on behalf of the church in an official capacity.

11.5 PROHIBITED CONTENT

The church's policies against sexual and other types of harassment apply fully to the employee's use of social media. Employees are strongly encouraged not to comment on, share, or repost social media posts which display sexually explicit messages, ethnic slurs, racial epithets, or anything that could be construed by the church as harassment or disparaging to others. Violations of these policies may result in disciplinary action, up to and including termination.

11.6 SOCIAL MEDIA COMMUNICATION WITH MINORS

Employees using social media to communicate with youth should act at all times as if they were communicating in person. All communications should be with transparency or in a group setting or not at all. **If an employee must send an individual message to a minor, employees must copy either the parent and/or the Lead Pastor.** Employees must never initiate a one-on-one relationship with a minor.

11.7 CONTACT WITH MEDIA

Employees should not speak to the media on the church's behalf. Employees are encouraged to direct all media inquiries to the Lead Pastor.

12 ANNEX A: ACKNOWLEDGEMENT OF GIFTS

ACKNOWLEDGEMENT OF GIFT FORM

Pursuant to the policy set by the Personnel Committee of the MPBC, I the undersigned make the following described gift to an individual and staff member of the MPBC.

DESCRIPTION OF GIFT: _____

In making the above described gift, I hereby affirm that the gift is freely and voluntarily made. I further affirm that this gift is made without condition, and is made without any expectation of consideration or favor to be received by the giver from either the MPBC or the individual staff member aforementioned.

In making the above described gift, I further affirm that I have fully considered the impact that this gift may have upon my estate and the beneficiaries of my estate. It is my unqualified intention that this gift would defeat any claims made by any heir or beneficiary of my estate to the proceeds of this gift.

I further affirm that in making this gift I am completely competent to make the gift aforementioned and do so without any coercion, duress or any other pressure, and make this gift solely out of my heartfelt appreciation of the individual staff member aforementioned.

In making the above described gift, the undersigned does not assume any responsibility for the tax consequences of this gift and likewise the undersigned has no expectation that the MPBC will provide a tax deduction for charitable gifts as a result of the above described gift. It is the expectation of the undersigned that the tax consequences of the gift be assumed by the individual staff member who receives this gift.

It is agreed by the undersigned that the terms and conditions of this gift acknowledgement shall be governed by the laws of the Commonwealth of Virginia. It is further agreed by the undersigned that if at any time in the future any term or condition of this gift acknowledgement is found to be legally invalid, all the remaining terms and conditions of this acknowledgement shall be valid and enforceable.

If any dispute arises as a consequence of this gift acknowledgement and the matters set forth herein, the undersigned agrees that they will be resolved by Christian Mediation/Arbitration in accordance with this Personnel Policy and without resort to a civil Court of Law. The undersigned further agrees that if a dispute does arise pursuant to this gift acknowledgement, the undersigned will not seek damages from the MPBC, its heirs, successors and assigns, or the individual staff member referred to above by reason of any such dispute and the resolution of such dispute.

Signed this _____ day of _____, _____

Notary Public _____

Signature _____

Printed Name _____

Witness _____

Address _____

Witness _____

13 ANNEX B: EMPLOYEE POLICY ACKNOWLEDGEMENT FORM

This is to acknowledge that I have received a copy of the MPBC personnel policy and employee handbook, dated _____, 20___. I understand that it provides the goals, policies, benefits, and expectations of MPBC, and my responsibilities concerning my employment with the church. This handbook replaces all previous handbooks, and other oral or written statements of employment policy and practice.

I have received, read and have become familiar with all the provisions of these policies and procedures and agree by signing below to abide by them. I understand that my supervisor or the Lead Pastor is available to answer any questions or interpretations concerning these policies.

I also understand that this handbook does not constitute an employment contract, either expressed or implied, and that I am employed **at-will** and either I or the church may terminate my employment at any time, with or without cause, and with or without notice.

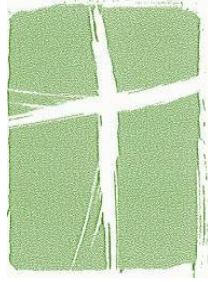
I understand that the policies and benefits in this handbook may be added to, deleted, or changed by the church at any time.

I agree that it is unseemly and inappropriate for Christians to air their private disputes in public, especially when those disputes involve a ministry as an employer. Accordingly, I agree to first bring any issues I have to the church's attention and to not disparage the church by publically discussing any private employment matters that would reflect poorly on the church. Moreover, I **hereby agree that I will submit any employment dispute, claim or controversy arising out of or related to my employment with the church to Christian Mediation** under the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text of Rules is available at www.Peacemaker.net). If mediation is unsuccessful, I shall submit to legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation. Unless the parties agree otherwise, the arbitration panel shall consist of only one arbitrator. Virginia law shall apply to any such arbitration and the venue, unless the parties agree otherwise, will be in the City of Colonial Heights, Virginia. The parties hereby acknowledge and agree that by entering into arbitration they are relinquishing their right to trial by jury in a civil court and that arbitration shall be the exclusive remedy for all disputes arising out of or related to the employee's employment.

By my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in the MPBC Personnel Policy Manual and Employment Handbook.

Employee Signature, Printed Name and Date

The original signed copy of this acknowledgment will be maintained in the employee's personnel file and will be updated and re-signed in the event of update or change of this manual.



Mount Pleasant

Baptist Church

Mount Pleasant Baptist Church
3110 Greenwood Avenue
Colonial Heights, VA 23834
(804) 526-0816
www.mpbclife.com